



# **Financial System Upgrade**

## **Agency Change Champion Deployment Session**

**April 12<sup>th</sup>, 2006**

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Housekeeping

- ☐ Please put cell phones on vibrate or turn off
- ☐ No food or drink in auditorium
- ☐ Bathrooms on lower level
- ☐ Please hold questions for Q&A blocks
- ☐ Website address for handouts:
  - <http://www.sao.georgia.gov>
    - PeopleSoft Upgrade
      - Presentations
        - Change Champion Session (April 12, 2006)

# **Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006**

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## **Introductions**

**Bart Haberbosch**  
**Financial Upgrade Business Project Manager**

**Donna Harold**  
**Financial Upgrade Organizational Readiness Lead**

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

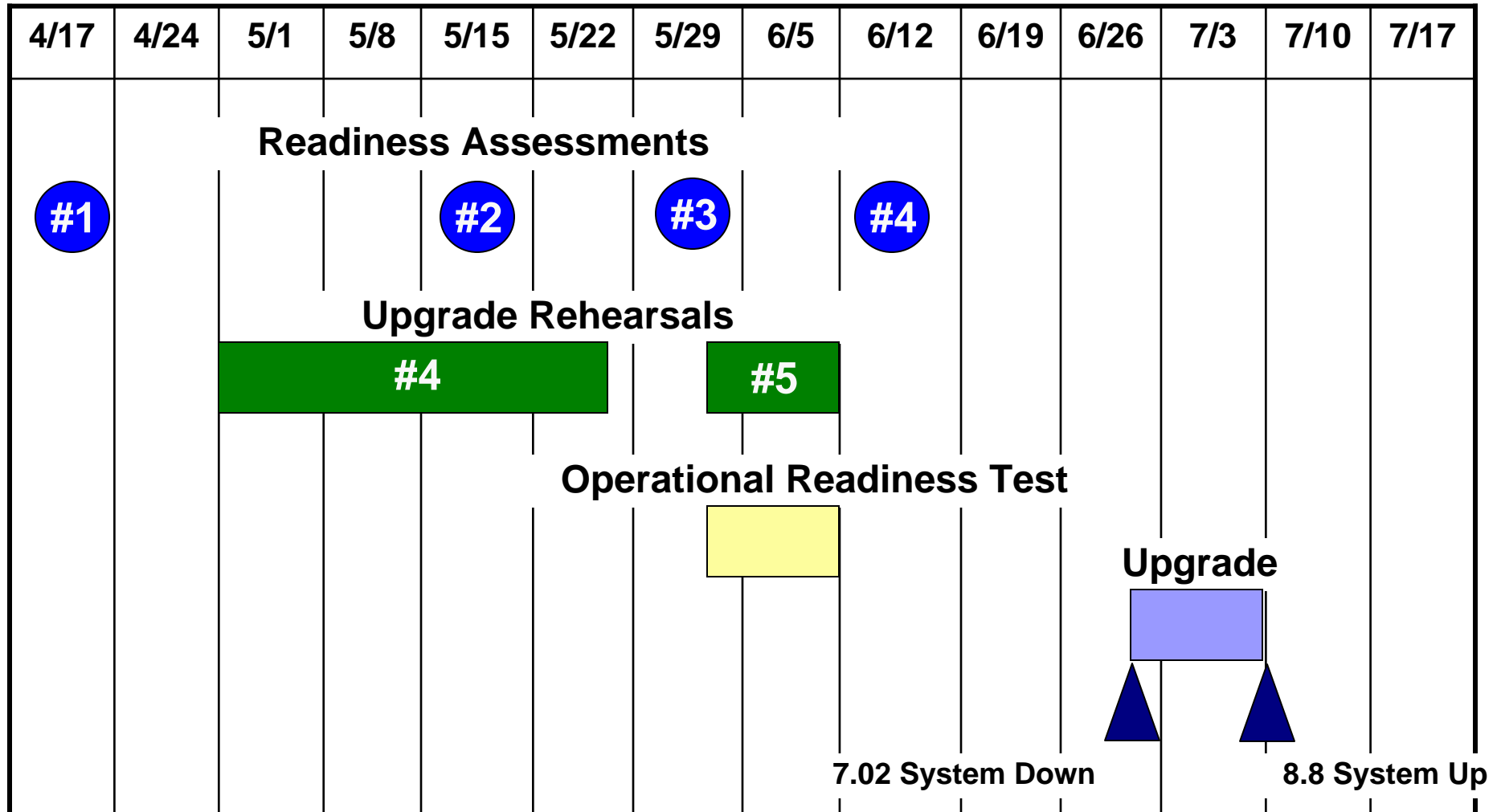
## Agenda

- ☐ Agency Upgrade Activities Tasks Completed
- ☐ Agency Upgrade Activities Upcoming Tasks
  - Budget Tasks
  - Functional Tasks
  - Technical Tasks
  - Training Tasks
  - Testing Tasks
- ☐ Upcoming Sessions and Resources

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Deployment Timeline by Weeks





# Agency Upgrade Activities Tasks Completed

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Tasks Completed

Task #	Task Description	Start Date	End Date
1	Complete security forms for all users and submit to SAO Security Group	9/15/05	12/31/05

## **Status:**

- User ID's will be sent out on June 29<sup>th</sup>

## **Agency To Do:**

- Send in security forms for any new users or for changes in security access

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Tasks Completed

Task #	Task Description	Start Date	End Date
2	Interface test files sent to upgradefeedback@sao.ga.gov for testing for inbound interfaces to PeopleSoft	11/15/05	2/22/06

## **Status:**

- SAO has received 14 out of 17 agencies identified as having offline files
- SAO has completed the “Desk Check” and returned files for 10 agencies where there were issues. 7 of these agencies have submitted new files.
- Files will be tested in the system beginning the week of April 10th
- Agencies will be contacted with any issues after 4/18

## **Agency To Do:**

- Work with SAO on any issues identified with your files



# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Tasks Completed

Task #	Task Description	Start Date	End Date
13	Identify 'Key Users' for your agency on spreadsheet template provided and submit to <a href="mailto:upgradefeedback@sao.ga.gov">upgradefeedback@sao.ga.gov</a> (TTT Agencies)	3/21/06	3/31/06

## **Status:**

- SAO has received 13 out of 20 templates distributed

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Tasks Completed

Task #	Task Description	Start Date	End Date
9	Communicate approach for FY07 ORG structure (keep existing or re-structure) to upgradefeedback@sao.ga.gov	3/16/06	4/3/06

## **Status:**

- SAO has received 5 requests
- Assumption is that agencies will not be changing their ORG structure unless SAO hears otherwise



# Agency Upgrade Activities Upcoming Tasks

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## Module Abbreviations

<b>AM</b>	Asset Management
<b>AP</b>	Accounts Payable
<b>AR</b>	Accounts Receivable
<b>BI</b>	Billing
<b>CU</b>	Customer
<b>GL</b>	General Ledger

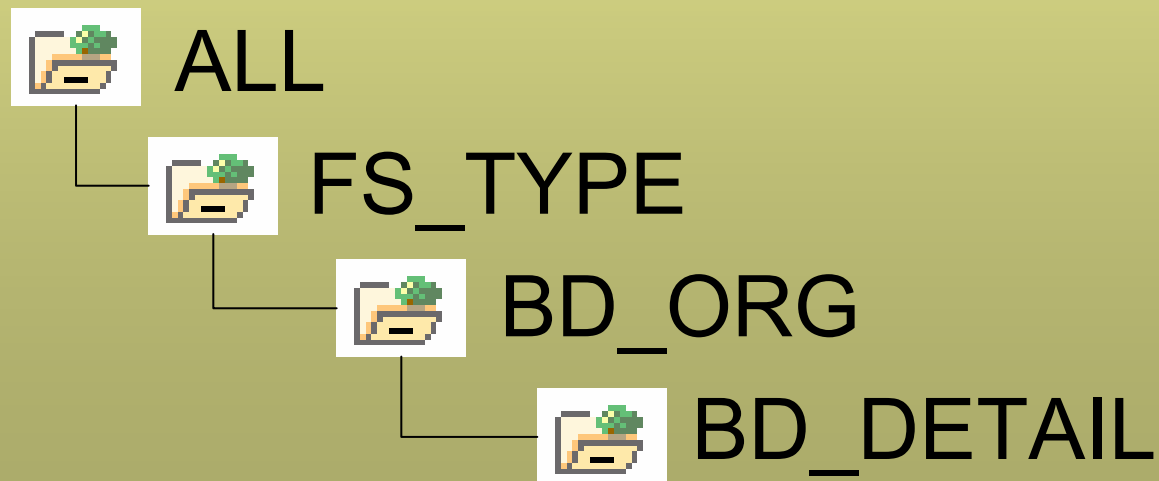
<b>HCM</b>	Human Capital Management
<b>KK</b>	Commitment Control
<b>LD</b>	Labor Distribution
<b>PC</b>	Project Costing
<b>PO</b>	Purchasing
<b>VE</b>	Vendor

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Budget Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
Submit FY07 BCM Trees in 7.02 & 8.8 Formats (Task #14 & #15)					
KK Lab (Task #8)	Submit FY07 Budgets in 7.02 and 8.8 Formats (Task #28 & #29)				
		BudgetNet Training	Enter FY07 AOB (Program Budgets) in BudgetNet (Task #32)		
			Submit FY07 Q1 Allotment Requests to OPB (Task #33)		

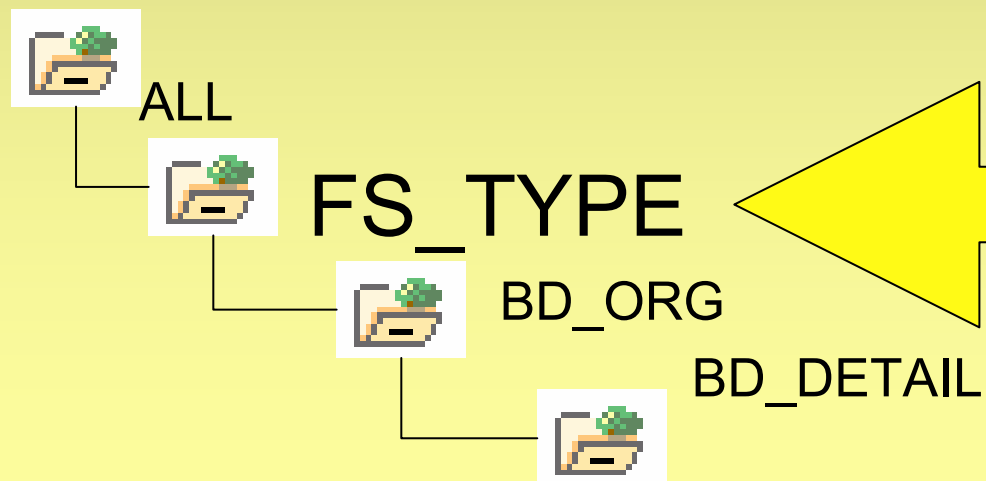
## Tree Tips

Your Current BCM\_PROGRAM tree will be renamed BCM\_FUND\_SOURCE in 8.8 and will have these levels:



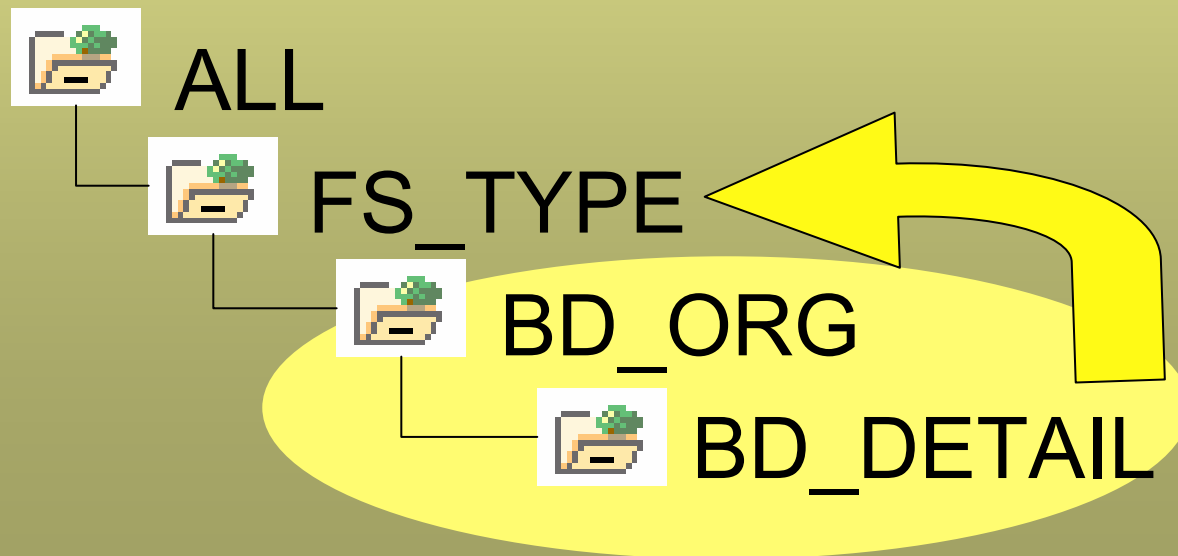
## Tree Tips

- ❑ The Funding Sources (old Program in 7.02) will need to be mapped to the Funding Source categories in the Appropriation bill, i.e., STATE, FEDERAL, OTHER, LOTTERY, INTRAGOV'T TRANSFERS, etc.
- ❑ These values will populate the FS\_TYPE Level



## Tree Tips

❑ You will need to map your current BD\_ORG and BD\_DETAIL values to one of the FS\_TYPE values





# Tree Tips

- ❑ The new BCM\_PROGRAM tree will contain Programs as stated in the Appropriations Bill
  - OPB assigns these numbers and SAO will load them into PeopleSoft
  - The numbers that were previously given to you by OPB will no longer exist
- ❑ SAO will build a BCM\_PROGRAM tree for Statewide use that has levels of:



# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Budget Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
Submit FY07 BCM Trees in 7.02 and 8.8 Formats (Task #14 & #15)					

## **Status:**

- SAO has started to receive both 7.02 and 8.8 formats
- There have been several questions regarding trees
- SAO will begin to load these into 7.02 and 8.8 testing environment the week of April 18<sup>th</sup>
- Agencies will be contacted with any issues

## **Agency To Do:**

- Submit your trees and work with SAO on any issues identified

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Budget Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
Submit FY07 BCM Trees in 7.02 and 8.8 Formats (Task #14 & #15)					
KK Lab (Task #8)	Submit FY07 Budgets in 7.02 and 8.8 Formats (Task #28 & #29)				

## Status:

- KK lab currently being held
- 7.02 and 8.8 templates for preparing budgets sent to agencies on 4/10

## Agency To Do:

- Attend KK lab
- Prepare FY07 Budgets in both 7.02 and 8.8 formats
- Agencies will load 7.02 Budgets in 7.02 Production
- SAO (or agencies if time permits) will load 8.8 Budgets in test environment

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Budget Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
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## **Status:**

- BudgetNet training to be held week of April 24<sup>th</sup>

## **Agency To Do:**

- Attend BudgetNet training
- Work with your OPB analyst with any issues regarding the structure of your agency's budget

**BudgetNet  
Training**

**Enter FY07 AOB (Program Budgets)  
in BudgetNet  
(Task #32)**

**Submit FY07 Q1 Allotment  
Requests to OPB  
(Task #33)**

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## **Required Chartfield Values in PeopleSoft**

### **❑ Outside of KK**

- PeopleSoft is delivered with two required Chartfields Business Unit (BU) and Account which produce field errors if left blank
- The state in addition to BU and Account has added custom code to require valid values to be entered for the following fields prior to saving the transaction:
  - Fund
  - Department (organization)
  - Funding Source

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## Required Chartfield Values in PeopleSoft

### ❑ Outside of KK (cont'd)

- PeopleSoft has a functionality called balancing. When selected for a Chartfield, the option requires both debits and credits for the Chartfield to equal zero. For example, this would prevent a user from moving only expense between two different fund Chartfield values. This validation is performed during the edit process. For a Trail Balance to be produced for a Chartfield, balancing must be selected for the Chartfield.
  - Currently the following Chartfields are balancing:
    - Business Unit – delivered balancing Chartfield
    - Fund
    - Funding Source

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## **Required Chartfield Values in PeopleSoft**

### ☐ Within KK

- By budget ledger, you can require certain Chartfields on transactions that pass through a budget ledger.

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Functional Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
Clean Up transactions in 7.02 (Task #57, #58)					
Preparations made for pre go-live activities and 7.02 Cut Off dates (Task #35, #49)					
Update forms to reflect new Chartfield values and structure (Task #62)					
Preparations made for FY06 close (Task #63)					
CONTINGENCY: Develop Contingency Plan (Task #37)					
Preparations made for down time (Task #50)					
Identify private queries to set up after go-live (Select Agencies Task #67)					
Query specifications (Select Agencies Task #73)			Prepare new HCM account codes in spreadsheet template (Task #31)		



# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Cleaning Up Transactions in 7.02 (Task #57, #58)

- ❑ For the upgrade to run as smoothly as possible all transactions should be finalized (i.e., either posted or deleted)
  - All processes should be complete (budget checking, journals posted, etc.)
  - Examples of suspense items to resolve:
    - Budget exceptions
    - Recycled journals or vouchers
    - Transactions in error

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Cleaning Up Transactions in 7.02 (Task #57, #58)

### Purchasing – Specific Clean-Up

Item	How
Verify all Requisitions have been budget checked and there are no budget checking errors	0P0041
Close outstanding Requisitions to cancel pre-encumbrances (week of 6/26)	0P0017B
Verify all PO's have been budget checked and there are no budget checking errors	0P0040
Close outstanding PO's where possible to cancel invalid encumbrances (week of 6/26)	0P0013GL

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Cleaning Up Transactions in 7.02 (Task #57, #58)

#### Accounts Payable – Specific Clean-Up

Item	How
Close payables pay cycles (week of 6/26)	Schedule through 6/29 only
Reconciliations (open payables, expense balances, bank reconciliations)	<a href="http://sao.georgia.gov">http://sao.georgia.gov</a> Click on Financial Systems; PeopleSoft Financials; Accounts Payable
Verify all fringes, deductions, and garnishments have posted in AP correctly	Fringes, deductions, garnishments Interface Report 8090
Verify all June offline files have been submitted and posted (week of 6/26)	Offline Interface Report 8050
Review vouchers on hold – remove where possible to allow payment	0AP014
Cancel outstanding payables where warranted (invalid and partial pays)	Outstanding Payables by Vendor 0AP403

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Cleaning Up Transactions in 7.02 (Task #57, #58)

### Accounts Receivable – Specific Clean-Up

Item	How
Reconciliations of open receivables, etc.	AR403 & GLXXX044M
Verify all June offline files have been submitted and posted (week of 6/26)	AR407 & AR408
Clean up customer records	AR402
Delete unmatched items or customer remittance	AR403
Remove open items for inactive customers (or change status on customer to active if needed)	AR402 (for inactive customers)
Resolve incomplete deposits and payments	0AR003, 0AR004, & 0AR005

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Cleaning Up Transactions in 7.02 (Task #57, #58)

### Labor Distribution – Specific Clean-Up

Item	How
Verify balances for withholdings on the General Ledger	Trial Balance by Fund / Program GLXXX044R
Reconciliations - Payroll to LD	Payroll Summary Report PYXXX018H & LD Control Totals Report LDXXX0001
Reconciliations – LD to GL	LD Summary LDXXX0003 & Trial Balance by BU GLXXX044M

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## Deployment Session April 12<sup>th</sup>, 2006

### Cleaning Up Transactions in 7.02 (Task #57, #58)

## General Ledger – Specific Clean-Up

Item	How
Verify all June offline files have been submitted and posted (week of 6/26)	GL Offline Interface Report GLXXX0901
Prior year balances should be analyzed and appropriate action taken	Trial Balance by Fund / Program GLXXX044R
Verify Labor clearing accounts are correct (196050 – 196051)	Trial Balance by Fund / Program GLXXX044R

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## Deployment Session April 12<sup>th</sup>, 2006

### Cleaning Up Transactions in 7.02 (Task #57, #58)

## Asset Management – Specific Clean-Up

Item	How
Reconciliations – AP to AM and AM to GL	<a href="http://sao.georgia.gov">http://sao.georgia.gov</a> Click on Financial Systems; PeopleSoft Financials; Asset Management

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## Deployment Session April 12<sup>th</sup>, 2006

### Functional Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
	Clean Up transactions in 7.02 (Task #57, #58)				
Preparations made for pre go-live activities and 7.02 Cut Off dates (Task #35, #49)					
	Update forms to reflect new Chartfield values and structure (Task #62)				
	Preparations made for FY06 close (Task #63)				
	CONTINGENCY: Develop Contingency Plan (Task #37)				
	Preparations made for down time (Task #50)				
	Identify private queries to set up after go-live (Select Agencies Task #67)				
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# **Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006**

## **7.02 Cut-Off Dates (Task #35, #49)**

- ☐ 7.02 On-lines will be brought down at 7pm on Thursday, 6/29
- ☐ SAO will then run a month end batch
- ☐ The normal month end reports will be available to agencies on Friday, 6/30
- ☐ Another month end batch will be run in 8.8 at the June close

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 7.02 Cut-Off Dates (Task #35, #49)

Component	Type	Date
<b>Trees</b>	New / Changes	6/16/06
<b>Chart of Account Values</b>	New / Changes	6/16/06
<b>Interfaces - Other</b>	Offline Vouchers Offline Journals Other 3 <sup>rd</sup> Party interfaces to GL Offline AR files	6/26/06
<b>Labor Distribution</b>	Labor Releases	6/28/06

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

00:00

**Break**

**Please return in 15 minutes**

**Agency To Do:**

- Review attached screen-shots for entry order of Chartfields and update any forms accordingly for the new Program Chartfield and any other changes needed

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Entry Order of Chartfields – Journal Line

**FSCM 8.8 System Test**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

**Header** | **Lines** | **Totals** | **Errors** | **Approval**

Unit: 40300    Journal ID: NEXT    Date: 04/04/2006    Process:

[Template List](#)    [Change Values](#)    [InterIntraUnit](#)

**Lines**

Select	Line	Unit	SeriesType	Account	Fund	Dept	Fund Src	Program	Class	Project	Product	Ledger
<input type="checkbox"/>	1	40300										ACTUALS

Lines to add:

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
40300	1	0.000	0.000	N	N

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

**Journal Line**

Ledger	Special Prop	Bud Ref	Affiliate	Fund Affil	Amount	Budget Date	Open Item Key	Reference	Journal Line Description
ACTUALS						04/04/2006			

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Entry Order of Chartfields – AR Journals

**SAO** STATE ACCOUNTING OFFICE

**FSCM 8.8 System Test**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

**Accounting Entries** | **Deposit Control**

Unit: 48400    Deposit ID: 23    Payment: 100    Seq: 1

Amount: 100.00 USD

☐ Complete    Budget Status:    Entry Event:

**Distribution Lines**    Customize | Find | View All | First 1 of 1 Last

	GL Unit	Speed Type	Account	Fund Code	Dept	Funding Source	Program	Class	Project	Product	Special Purpose	Bud Ref	Affiliate	Fund Affiliate	Line Amount	Currency
1	48400	Speed Type	401001	A1	48400000	01301			01-02						-100.00	USD

0 Lines    Total Debits: 0.00    Currency: USD    Total Credits: 100.00    Currency: USD    Net -100.00

[Save](#)    [Return to Search](#)    [Notify](#)    [Refresh](#)

[Accounting Entries](#) | [Deposit Control](#)

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Entry Order of Chartfields – Purchasing

Maintain Purchase Order

**Distributions for Schedule 1**

Unit: 40300 Vendor:   
 PO ID: NEXT Item: [Description](#)   
 Line: 1   
 Sched: 1 Status: Active   
 Distribute by:  Schedule Qty:   
 Merchandise Amt:   
 SpeedChart:  [Multi-SpeedCharts](#) Doc. Base Amount: 0.000

**Distribution** Customize | Find | View All | First

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	'Account	'Fund	'Dept	'Fund Src	Program	Class	Project	Product	Special Purp	Bud Ref	Affiliate
1	Open	<input type="text"/>	<input type="text"/>			40300	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Project</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Entry Order of Chartfields – Voucher

**Invoice Information** | **Payments** | **Voucher Attributes**

Business Unit: 40300 Invoice Number: 7878998  
 Voucher ID: NEXT Invoice Date: 04/05/2006  
 Voucher Style: Regular

Vendor: 000008245 Misc. Amount:   
 Name: WWWGRAINGER-00 Freight Amount:   
 Location: 000001   
 Address: 156   
 WW GRAINGER INC  
 2255 NORTHWEST PARKWAY SE  
 MARIETTA, GA 30067-5079

Total: 100.00  
 Balance: 0.00

[Non Merchandise Summary](#)

[Comments](#)

Pay Terms: Net 30 Accounting Date: 04/05/2006 Action:   
 Currency: USD

Control Group:

**Copy from a Source Document**

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

**Invoice Lines** Find | View All First 1 of 1 Last

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						100.00

Ship To: PO\_0010 Category ID: SpeedChart ☒ Use One Asset ID

**Distribution Lines** Customize | Find | View All | First 1 of 1 Last

GL ChartFields 1	GL ChartFields 2	Exchange Rate	Statistics	Assets										
Amount	Quantity	GL Unit	Account	Fund	Department	Fund Src	Program	Class	Product	Special Purp	Budget Reference	Affiliate	Fund Affiliate	OpenItem
1	100.00		40300						Projects					



# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Functional Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
	Clean Up transactions in 7.02 (Task #57, #58)				
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Update forms to reflect new Chartfield values and structure (Task #62)					
Preparations made for FY06 close (Task #63)					
CONTINGENCY: Develop Contingency Plan (Task #37)					
Preparations made for down time (Task #50)					
Identify private queries to set up after go-live (Select Agencies Task #67)					
Query specifications (Select Agencies Task #73)			Prepare new HCM account codes in spreadsheet template (Task #31)		

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 FY06 Close Calendar

Sun	Mon	Tue	Wed	Thur	Fri	Sat
27 -----	26 7.02	27 12FY06	28 -----	29 -----	30 -----	1 -----
2 -----	3 -----	4 -----	5 -----	6 -----	7 -----	8 -----
Upgrade – HCM Still Up						
9 -----	10 -----	11 8.8	12 12FY06 & 1FY07	13 -----	14 -----	15 -----
16 -----	17 12FY06 & 1FY07	18 -----	19 -----	20 -----	21 -----	22 998 & 1FY07
23 -----	24 -----	25 998 & 1FY07	26 -----	27 -----	28 -----	29 -----
30 -----	31 998 & 1FY07	1 -----	2 -----	3 -----	4 -----	5 2FY07

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Functional Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
	Clean Up transactions in 7.02 (Task #57, #58)				
Preparations made for pre go-live activities and 7.02 Cut Off dates (Task #35, #49)					
Update forms to reflect new Chartfield values and structure (Task #62)					
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CONTINGENCY: Develop Contingency Plan (Task #37)					
	Preparations made for down time (Task #50)				
Identify private queries to set up after go-live (Select Agencies Task #67)					
Query specifications (Select Agencies Task #73)			Prepare new HCM account codes in spreadsheet template (Task #31)		

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Go-Live Contingency Planning (Task #37)

## Why do we need a contingency plan?

- ☐ In the unlikely event it is determined during the upgrade we cannot go live on 8.8 with a functioning system it will be necessary to bring 7.02 back up
  - We need to be ready for this to ensure business continuity

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Go-Live Contingency Planning (Task #37)

#### Areas to Focus On

##### ☐ Budgets

- Agencies will need to prepare trees and budgets in both 7.02 and 8.8 format

##### ☐ Subsystems

- Interface files from subsystems must be available (or able to be created) in both 7.02 and 8.8 format

##### ☐ Start discussions within your agency to identify other areas that may be affected

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Go-Live Contingency Planning (Task #37)

## Preparations

### ☐ Contingency Plan

- Agencies are encouraged to document and communicate throughout their organization their specific Contingency Plan
  - Approach – what will you be doing to prepare?
  - Communications – who do you need to reach out to?
  - Specific activities for your agency

### Agency To Do:

- Start thinking about activities that will be on-going and how you will approach them
- We will be discussing this in depth at the next Agency Change Champion Session on May 15th

## CONTINGENCY: Develop Contingency Plan (Task #37)

## Preparations made for down time (Task #50)

## Identify private queries to set up after go-live (Select Agencies Task #67)

## Query specifications (Select Agencies Task #73)

## Prepare new HCM account codes in spreadsheet template (Task #31)



# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Functional Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
	Clean Up transactions in 7.02 (Task #57, #58)				
Preparations made for pre go-live activities and 7.02 Cut Off dates (Task #35, #49)					
Update	<div><b><u>Agency To Do:</u></b><ul style="list-style-type: none"><li>• HCM account code spreadsheet templates will be sent to agencies in mid April</li></ul></div>				Task #62)
Identify private queries to set up after go-live (See Agencies Task #67)					
Query specifications (Select Agencies Task #73)			Prepare new HCM account codes in spreadsheet template (Task #31)		



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## Technical Requirements

- ❑ PeopleSoft 8.8 is a Web based application that supports multiple workstation and browser platforms
  - PeopleSoft recommends platforms to provide users with the best experiences
  - SAO Financial Systems can not support all browsers
- ❑ For the recommended and minimum configurations please access the following link:

[http://sao.georgia.gov/vgn/images/portal/cit\\_1210/15/16/50877018system\\_requirements.pdf](http://sao.georgia.gov/vgn/images/portal/cit_1210/15/16/50877018system_requirements.pdf)

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Technical Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
Load new Fund, Account, Class & Program Values into agency subsystems or interface programs (Task #34)					
Configure source and target systems for interfaces to and from PeopleSoft 8.8 for new Chartfield structure and layout changes (Task #36)					
			CONTINGENCY: Develop rollback plan to revert source/target systems back to old structure (Task #38)		
			Test access to SAO FTP server for Offline Interface Files (Task #45)		

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### End User Training Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
Register for TTT (Task #12)	Attend TTT (Task #19)				
Set up Training Session(s) for your agency (If TTT) (Task #23)					
Schedule sessions for your agency with SAO (If NON TTT) (Task #22)					
	Enroll students for sessions for your agency (Task #30)				
			Ensure all end users for your agency are registered for training (Task #46)		
			Ensure all end users for your agency take mandatory UPK training (Task #64)		

# Agency Change Champion

## Deployment Session April 12<sup>th</sup>, 2006

### Non End User Training Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
	Register for Interunit / Open Item Session (Task #17)	Attend (Task #20)			
	Register for Billing Training (DOAS) (Task #18)	Attend (Task #21)			
			Register for May 15 Change Champion Deployment Session (Task #24)		Attend (Task #25)
			Register for Purchasing Contracts Training (State Purchasing) (Task #26)		Attend (Task #27)

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006 Testing Tasks 4/10 – 5/15

4/10	4/17	4/24	5/1	5/8	5/15
Schedule Agency staff for Test Pass 2 Testing (Select Agencies) (Task #16)					
			Agency staff participate in Test Pass 2 Testing (Select Agencies) (Task #43)		
			Schedule Agency staff for User Acceptance Testing (Select Agencies) (Task #40)		



# Upcoming Sessions and Resources

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Agency Change Management Meetings

Topic	Date	Objective
Interunit and Open Item Accounting for Travel and Per Diem	4/27/06	SAO will talk to the new functionality in PeopleSoft 8.8 for Interunit Accounting and Open Item Accounting for Travel and Per Diem.

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Change Champion Deployment Meetings

**May 15<sup>th</sup>**

- ☐ Project Status Update
- ☐ Agency Upgrade Activities List Review
- ☐ Agency Readiness Assessment Checkpoint
- ☐ Conducting Business During the Downtime
- ☐ Startup Activities

- ☐ Updated Agency Readiness Assessment Form (attached and on Web site)
  - Items #9 and #13
- ☐ Assess as of May 5<sup>th</sup> and e-mail to SAO by May 10<sup>th</sup>



# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Change Champion Deployment Meetings

- ☐ Bring signed hard-copy of Agency Readiness Assessment Form

### June 8<sup>th</sup>

- ☐ Project Status Update
- ☐ Agency Upgrade Activities List Review
- ☐ Agencies Submit Readiness Assessment
- ☐ End User Training Checkpoint
- ☐ Go-Live Help Desk
- ☐ Stabilization Sessions

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

## Information Sources

- ☐ E-Mail
  - [upgradefeedback@sao.ga.gov](mailto:upgradefeedback@sao.ga.gov)
- ☐ Web Site
  - [www.sao.georgia.gov](http://www.sao.georgia.gov)
- ☐ Evaluations
  - <http://services.georgia.gov:80/esp/survey.do?surveyId=2545>
  - “CC Session #2 – April 12<sup>th</sup>, 2006”

# Agency Change Champion Deployment Session April 12<sup>th</sup>, 2006

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